



COMMISSIONERS COURT COMMUNICATION

AGENDA DATE: 05/21/2012

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE
NO (IF APPLICABLE): N/A

SUBJECT:

Approve the recommendation from the El Paso County Hiring Freeze & Personnel Staffing Review Committee regarding Request #2012-022 to approve the regrade of an Office Specialist, Intermediate position (GS-10) to a Court Clerk (GS-11) for the County Clerk's Office for a budget impact of \$5,440 for FY2012.

BACKGROUND/DISCUSSION OF TOPIC:

On October 3, 2011, Commissioners Court adopted the hiring freeze & personnel staffing review policy for FY2012. The policy provides for the committee to review personnel staffing requests from departments.

The Staffing Committee has reviewed Request #2012-026 regarding the staffing issues of the Probate Section of the County Clerk's Office on multiple dates. The Probate Section has 8 employees, 2 of whom are being paid from the Records Management fund and the other 6 are paid out of the general fund. In reality, all 8 employees conduct the duties of records management; the court clerks perform records management duties about 50% of this time and others are doing it 20-25% of the time.

The Human Resources Department and the Auditors Department conducted research into the staffing and workload at other similar sized Texas counties' Probate sections in addition to conducting job analyses of the Court Clerk positions assigned to the Probate Department here at El Paso County. The El Paso County Probate Section has a workload per employee that is higher than 4 out of 6 counties that were surveyed.

The 2 Probate Court judges are disinclined to let their staff cover when the County Clerk employees are absent. Bexar County has a similar set-up to El Paso County as they have one Court Clerk assigned to each court as we do; however, Bexar County has back-up Court Clerks who work in the main office and fill in at the courts as needed. It is the recommendation of the Committee to regrade a current Office Specialist, Intermediate position to a Court Clerk position, who will then serve as backup to the 2 Court Clerks in lieu of granting a new position for this area. The regrade would be based on the employee with the best performance record and probate skills.

BACKGROUND/DISCUSSION OF TOPIC:

The County Attorney representative has no legal reservations about the request. The committee recommends approving the regrade in lieu of granting another position based on the circumstances and the information provided.

Attachments: 1) Budget Impact Spreadsheet

FISCAL IMPACT:

FY 2012 = \$5,440

RECOMMENDATION:

Approve the committee's recommendation to approve Request #2012-026 to regrade an Office Specialist, Intermediate position (GS10) to a Court Clerk (GS-11) for the County Clerk's Office for a budget impact of \$5,440 for FY212.

SUBMITTED BY:	Betsy C. Keller, SPHR Director of Human Resources	Contact information: 915-546-2218 humanresources@epcounty.com
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Budget Impact Form
Fiscal Year 2012 Personnel Requests
Proposed to Commissioners Court

Date: 5/15/12
Analyst: Gaby Ferro

Department: County Clerk's
Office
Index: CNTYCLERK

Type of Expenditure	Detail	2012 Impact from Effective Date 8 pp	2012 Full Year Impact
Personnel:			
Salaries - full time	Regrade an Office Specialist, Intermediate (G10) to a "Rover" Court Clerk (G11), effective 5/27/12	\$281	\$913
Social security/Medicare	Multiply by 7.65%	21	70
Retirement	Multiply by 13.85% for FY2012	39	126
Insurance-life	\$.96 per person ppp (Full-Time Perm only)- \$25 average per year	-	-
Insurance-health	\$173.08 avg per person ppp (Full-Time Perm only)- \$4,500 average per year	-	-
Insurance-workers comp	Multiply by appropriate % (Varies by position)		
	.0047	1	4
Insurance-unemployment	Multiply by 0.38% for FY2011	1	3
<i>Total Personnel</i>		\$343	\$1,116

\$343	\$1,116
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